

State Agencies: Utah Code Annotated Section 9-8-404 Checklist for Historic Buildings/Structures

Section 9-8-404 of the Utah Code Annotated requires agencies to take into account how its expenditures or undertakings will affect historic properties and to provide the State Historic Preservation Officer (SHPO) an opportunity to provide comment. Providing the following will expedite the ability of the SHPO to comment:

Cover Letter

Within the Cover Letter, please provide the following:

- Identification of the applicant and the state agency/program involved
- A detailed project description that specifies all project components
- The project's location: specific address(es) and/or a written description of the project's area of potential effects (the geographic area within which an undertaking may directly or indirectly cause alterations to any potential historic buildings/structures).
- Construction dates for buildings/structures within the project boundaries and determine if any properties are listed or are eligible for listing on the National Register of Historic Places. Properties already listed on the National Register are, of course, "eligible." Properties not yet listed have the potential to be eligible if they meet the following criteria:
 - Age – 50 years old or older, and
 - Integrity – Retain most of their original appearance without major changes to the structures.
- Written evaluation of the project's effect on historic properties. Effect refers to the impact the work being funded will have on the structure. Three common effects are:
 - No Historic Properties Affected: Only minor changes are being proposed that will not impact the character or architectural integrity of the building (minor repairs, painting, plumbing, electrical, bathrooms, etc.) or if it is found that no historic properties are present within the project boundaries.
 - No Adverse Effect: More substantial work is being proposed (replacing windows, porches, changing walls, additions, etc.), but the work meets the Secretary of the Interior's Standards for Rehabilitation (Standards). Information about the Standards can be found on the National Park Service website at: <http://www.cr.nps.gov/hps/TPS/tax/rhp>
 - Adverse Effect: Work which will damage or diminish the historic integrity of the historic structure (work that does not meet the Standards—including the application of synthetic siding, incompatible additions, inappropriate door or window replacement, demolition, etc.).

Attachments

In addition to the cover letter, please attach the following with your submission:

- USGS 7.5 topographic map and/or formal city map denoting the project location.
- A clear and current photograph(s) of the exterior of any structure(s) to be impacted by the project.
- If available: architectural drawings, plans, or specifications available to assist in explaining the project.

- Optional – Completed RLS and/or ILS Forms.

Time Frame

- The SHPO has 30 days after receiving the agency's materials and letter (including the agency's evaluation) to provide comment on the agency's evaluation.

Contacts

Need more information about historic buildings or structures? Please contact:

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Fax: (801) 533-3503

For UDOT-related projects, please contact:

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Archaeology

If the project is disturbing the ground or has the potential to impact archaeological resources, please contact:

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300 Rio Grande
Salt Lake City, Utah 84101

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